



IMA Travel Companion Guide

THIS PAMPHLET IS DESIGNED FOR GUIDANCE ONLY. IT IS NOT INTENDED TO REPLACE OR AMEND INFORMATION FOUND IN THE JFTR OR AIR FORCE INSTRUCTIONS. RECOMMENDATIONS OR CHANGES TO BETTER SERVE OUR CUSTOMERS SHOULD BE ADDRESSED TO THE IMA TRAVEL OFFICE.

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CHAPTER 1

GENERAL POLICY AND PROCEDURES

This information is designed to assist travelers in the proper preparation of travel claims and answer questions that may arise concerning travel policies. Please use the IMA Travel Office customer service numbers listed on page I as a first resource to answer such questions.

IMA Travel is presently processing travel claims using the Reserve Travel System (RTS) and reviewing travel claims submitted through the Defense Travel System (DTS). In accordance with DoD Comptroller mandate, Electronic Funds Transfer (EFT) is the standard method of payment for all DoD employees.

OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (Ref JFTR, U2000)

A traveler must exercise the same care and regard for incurring Government paid expenses as would a prudent person traveling at personal expense.

The following circumstances include, but are not limited to, opportunities for travelers and commands to be good stewards of Government funds and exercise prudence in travel. Travelers and commands must consider the following for use when appropriate without disrupting the mission:

1. Use of the least expensive transportation mode to and from a transportation terminal;
2. Use of the least expensive parking (ordinarily the long-term lot) when privately-owned conveyance (POC) parking is authorized at the transportation terminal or at other facilities (i.e., valet parking must be justified when self-parking is available);
3. Use of the least expensive public transportation in and around the TDY site (subway/streetcar/bus) in lieu of taxi;
4. Use of the least expensive authorized/approved Special Conveyance/Rental Vehicle (both in terms of using the 'standard' compact size and the least expensive vendor); and
5. Scheduling travel as far in advance as possible to take advantage of the best offered fare/rate.

Note: Travel claims should be submitted within 5 days of tour completion.

COMMONLY USED JFTR REGULATIONS AND GUIDANCE

Chapter 1 General - This chapter addresses authority and policies related to travel.

Chapter 2 Official Travel - This chapter addresses the member's responsibility on official travel.

Chapter 3 Transportation - This chapter addresses the transportation options and responsibilities.

Chapter 4 Temporary Duty Travel - This chapter addresses reimbursements and entitlements.

Chapter 5 Permanent Duty Travel - This chapter addresses change of station entitlements.

Chapter 7 Special Circumstances - This addresses travel and transportation during emergencies.

Appendix O - This contains a summary of travel and transportation allowances for members.

Encourage all members to read this appendix.

Appendix G - This appendix addresses the more commonly incurred reimbursable expenses.

Encourage all members to read this appendix.

Appendix P - Frequently asked questions about the Contract City-Pair program.

GOVERNMENT TRAVEL CHARGE (GTC) CARD PROGRAM

You will need to contact your Agency Program Coordinators (APC) with any questions pertaining to the GTC program.

CARD FEATURES

Once a member receives their GTC and PIN, he/she will have access to the ATM Cash Feature of the card program. The traveler can then obtain cash using ATMs. Cash withdrawals should be kept at a minimum. If an ATM or GTC fee is assessed with the withdrawal, the fee can be claimed in Block 18 of your DD Form 1351-2.

REMINDER: Advances will not be issued to travelers having ATM access through their issued government travel card. **Travel orders must specifically authorize an advance. Follow the instructions on the order for requesting the advance.** EFT is the standard method of an advance. If the order does not authorize an advance, then an advance cannot be issued. The order will need to be modified to specify that an advance be authorized for travel.

The Split Disbursement is mandated. Public Law 107-314, Section 1008 gives DOD the authority to implement split disbursement. When a traveler uses his/her GTC for travel expense (i.e. airfare, lodging, rental car, etc.), a direct payment to Citibank will be made on the members behalf when the final voucher is filed for payment.

You must select Split Disbursement on the DD Form 1351-2 and specify the amount to apply to your GTC. Any remaining funds will automatically be sent to your designated EFT account. It is very important to keep your banking information current. If changes in your banking information occur, a SF1199a (Direct Deposit Sign-up Form) must be sent with your travel claim in order to update your banking information.

If no amount is specified on the travel voucher, the entire travel reimbursement will default to your designated EFT account. You may elect to receive full EFT reimbursement and then make the payment to the government card company.

Split Disbursement option will be used on the SF1164 IDT lodging claims. Although there is not a block designated for Split Disbursement, you can elect a dollar amount be sent to your GTC. Include a statement on the SF1164. For example, *"PLEASE SEND \$200.00 TO THE GTCC OR SEND 100% TO THE GTC."*

CHAPTER 2

IMAT-OL VOUCHER COMPUTATION PROCESS

VOUCHER RECEIPT

Vouchers are date stamped upon receipt in the IMA Travel Office. Please wait 48 hours before calling to verify receipt of a voucher. This allows sufficient time to log all vouchers received and will speed the response time.

VOUCHER COMPUTATION PROCESSING TIME

The normal voucher computation turnaround time is 10 business days from the date the voucher is received in the Travel Office. However, during peak seasons (summer months and fiscal year end), the turnaround time can increase.

PAYEE TRAVEL VOUCHER SUMMARY

A Travel Voucher Summary will be e-mailed when the travel claim is processed and the funds disbursed. If there are questions on your voucher, please review your payee copy thoroughly before calling the Customer Service Office.

The "COMMENTS" section of the summary will explain any circumstances with your claim and why items claimed were not reimbursed.

RETURNED VOUCHERS

The IMA Travel Office will return all incomplete vouchers (i.e. obsolete form, unsigned vouchers, missing required signatures, uncertified AF Form 938) to the member. The returned voucher will include the voucher and cover letter explaining the reason for the return. Although the travel office retains copies of the original travel claim, member must resubmit the corrected complete package (i.e. certified order, receipts, supporting documentation, etc.) to expedite payments.

SUPPLEMENTAL PAYMENTS

If you reviewed travel voucher summary and discovered an error in the computation of your settlement, please contact IMA Travel office for information on filing a supplemental claim. You can find contact information on the first page of this guide.

Procedures for a supplemental payment. Make all necessary corrections on the DD1351-2 travel voucher with "SUPPLEMENTAL" written on top of voucher. Fax or e-mail revised/correct travel voucher, certified orders and copies of all supporting documentation applicable to IMA Travel Office.

*****REMEMBER: IF YOU DO NOT CLAIM IT ON YOUR TRAVEL VOUCHER, WE CANNOT PAY/REIMBURSE IT.***

RESERVE PAY OFFICE (RPO)

Documents for Reserve Pay entitlements should be forwarded to your respective Reserve Pay

CHAPTER 3

AUTHORIZED TRAVEL ENTITLEMENTS AND ORDER INSTRUCTIONS

ANNUAL TOUR

Meals and Incidental Expenses (M&IE) are **NOT** paid for stationary days when performing annual tour, lodging on base, and when government meals are available and directed. Members performing annual tour and lodging off base will need to provide a statement of non-availability for contract quarters to receive full M&IE.

COMMUTING AREA (Mileage Only)

When Block 16 on your AF Form 938 is marked "Commuting Area", you may file for reimbursement of one round trip POC mileage. It is recommended you use page two of the AF Form 938 in lieu of the DD Form 1351-2, regardless of the number of days. Send the certified order with completed statement to IMA Travel for payment.

NOTE: If the order does not have travel and per diem funds in Section 27, then the completed order must be sent to the RPO for processing. See page two of this guide for instructions.

CORPORATE LIMITS

When Block 15 of your AF Form 938 is marked "Corporate Limits," there are no travel or per diem entitlements. Travel funds are not obligated on the travel orders so no action is required from IMA Travel.

ESTIMATED TRAVEL COST

The estimated travel, per diem and miscellaneous expenses on your order are estimates made by the order issuing official. The actual amount of your reimbursement/entitlements will vary.

NON-AVAILABILITY FOR QUARTERS

Members are required to check the government quarters availability when TDY to a U.S. installation. The traveler is responsible for calling in advance the billeting office at the TDY location to make a reservation. A statement of non-availability for contract quarters is required, if government quarters are available at the TDY location, but traveler stays in off-base lodging.

NOTE: Under the Privatization of Army Lodging Program (PAL), government quarters are not available. Official travelers no longer need a statement of non-availability for contract quarters for off-base lodging reimbursement. For a listing of current installations and information visit www.pal.army.mil.

DUAL LODGING

Dual lodging may only be authorized/approved in limited circumstances when it is necessary for a traveler to retain lodging at one TDY location (Location A) for other than personal convenience and procure lodging at a second TDY location (Location B) on the same calendar day. *Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the member's control during TDY travel. Dual lodging must be*

approved after the fact by an amended order or by the AO on the travel voucher. Any period of dual lodging reimbursement is limited to a maximum of seven consecutive days.

PER DIEM

Per Diem is designed to offset lodging and M&IE costs incurred while performing TDY travel.

- a. M&IE on the first and last day will be paid at 75% of the applicable locality meals and incidental expense rate.
- b. Per Diem rates are based on the TDY location, not the lodging facility location.
- c. Per Diem is separate from transportation expenses and other reimbursable expenses (see JFTR Appendix G) and does not include transportation and other miscellaneous travel expenses.

MEAL RATE

While travel days will still be paid at 75% of the meal and incidental locality rate, there are three options for on base M&IE on stationary (non-travel) days. The three options are:

- a. All government meals are available and directed.
- b. Partial government meals are available and directed.
- c. Government meals are not available or not directed.

If Option A is on the orders and the mission dictates differently, the following directions apply:

- a. The order approving official can prescribe the proportional meal rate for any day a member, staying in on-base government quarters, has access to a government mess for at least one or two meals.
- b. If you are lodged off base, attaching a copy of your contract quarters authorization or non-availability will allow you to receive the full meal locality rate and incidentals.
- c. If some meals are missed due to mission requirements, an AF 2282 may be completed and signed by your commander. When all three meals are missed on any specific day as claimed on the AF Form 2282, *the orders issuing/approving official must sign as a basis of full per diem.*
- d. If a messing facility has been temporarily closed / shut down for a determined period and the base commander issues a letter of non-availability of meals, including the letter with your voucher will suffice to receive the per diem warranted.

VARIATIONS IN ITINERARY

See Page 7 for 'pal'Orders may include authority for itinerary variations to permit a traveler to:

- a. Omit travel to named destinations;
- b. Change the named destinations travel sequence;
- c. Change the specified time for remaining at a named destination; and/or
- d. Travel to additional destinations.

POV/POC VICINITY TRAVEL/ LOCAL TRAVEL IN AND AROUND TDY LOCATION

POV/POC vicinity travel is travel performed in and around the immediate vicinity of the TDY location and must be authorized in the order.

Vicinity travel must be itemized on the travel voucher. The member must furnish actual distance traveled, dates for round trips daily between lodging and place of duty, as well as trips to dining

establishments when suitable dining is not near lodging or duty. If a member traveled the same trip more than once, he/she may list the item once, showing how many trips were made (i.e. 3 trips from billeting to duty @ 5 miles round trip).

A member who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for: taxicabs, metro fares and other fares paid for local public transportation plus related tips.

NOTE: If a member is **NOT** authorized vicinity travel on orders, the orders approving official must sign in the approving official signature block of the DD Form 1351-2. The AO must add the “vicinity travel is authorized to perform mission required duties” remark in Block 29.

ACTUAL EXPENSE ALLOWANCE (AEA)

When daily lodging costs exceed the maximum locality rate for the TDY location, an actual expense reimbursement can be authorized. AEA should be requested and authorized before travel begins. However, AEA may be approved after travel has been performed. Advanced approval avoids delays in filing claims (or sending supplemental claims) after travel is completed. Forward AEA requests to your orders approving official for approval. The approving official can only approve up to 300% of the locality per diem rate.

AEA over 300% must be approved by the Per Diem committee in advance and is restricted to OCONUS locations.

CHAPTER 4

TRAVEL VOUCHER (DD Form 1351-2) SUBMISSION REQUIREMENTS

VOUCHERS

Submit the original voucher within five workdays after tour completion to IMA Travel.

ORDERS

Submit a certified AF Form 938, DD Form 1610, CED and any amendments to the original order.

RECEIPTS

Receipts must be included for any expense claimed of \$75 or more. All lodging, airfare, and rental car receipts are required regardless of amount.

NOTE: Credit card stubs or credit card statements cannot be used as receipts for reimbursement.

FOREIGN TRAVEL

If travel was to a foreign country, the amounts claimed can be in the foreign or U.S. currency. OANDA Currency Converter (www.oanda.com) is the official source to convert to U.S. dollars.

LODGING

All lodging claimed, en route or at the duty location, must be supported by an itemized receipt from the government facility, hotel, motel, other commercial establishment. A statement of non-availability for contract quarters is required, if traveler stayed in off-base lodging.

Using an online booking (i.e. Expedia, Travelocity, Hotwire, etc.), a traveler should follow service procedures for making lodging reservations. Reservations can be made directly with the hotel which a member can do from the hotel's website. Reimbursement for lodging obtained through an online booking agent is authorized only when the traveler can provide a documented itemized receipt for room costs from the hotel/online-booking agent. Receipts must show the following charges: daily hotel room costs, daily hotel taxes and daily miscellaneous fees (if applicable).

REGISTRATION/CONFERENCE FEES

Registration/conference fees must be authorized on the travel order. If meals are included in the registration/conference fees, the M&IE is paid accordingly.

RENTAL CAR

It is mandatory that a traveler use an available commercial travel office (CTO) to obtain a rental car. Using a company and rental car location participating in the DTMO rental car agreement allows rates to include full liability, vehicle loss, and damage insurance coverage for the traveler and the Government.

The use of a rental car must be authorized on the order (AF IMT 938/DD Form 1610/ CED order). The cost of buying insurance is reimbursable only when renting an automobile in a foreign country.

The lowest cost rental service that meets the mission transportation requirement must be selected for commercially rented vehicles. The AO may authorize/approve an appropriately sized vehicle IAW mission requirement when a compact car (the 'standard' for TDY travel) does not meet the requirement.

MISCELLANEOUS EXPENSES

If small miscellaneous expenses (i.e. rental car gas, tolls, parking charges, etc.) are lumped together and the claim exceeds \$75, show on the voucher the individual breakdown of expenses. For example, a claim for \$90.00 in gas would be entered as follows: **Block 18a** - Feb 1-7; **Block 18b** - gas \$20, \$25, \$12, \$33; and **Block 18c** - \$90.00.

TRANSPORTATION

DOD *mandates* that a service member uses an available CTO to arrange official travel. When a CTO is available, but not used by the traveler, reimbursement for the transportation cost is limited to the amount the government would have paid if the arrangements had been made directly through a CTO.

If the member elects to use POV/POC to travel to and from the duty station, it must be authorized in the order as more advantageous to the government for reimbursement. A traveler *may not be directed* to use a POC.

When not authorized, reimbursement of travel by POV is limited to the constructive cost to the government. If travel by commercial air is found to be more advantageous to the government, the member will be reimbursed the transportation request (TR) cost authorized on the order. If it's not stated on the order, reimbursement will be the airfare cost obtained from a CTO.

Note: When \$350.00 or \$700.00 TR/Travel is shown on the order, this designates that there are no government-contracted fares listed in City Pairs.

PARTIAL VOUCHER: TDY / MOBILIZATION

Members ordered to active duty for 45 days or more may file a partial payment voucher every 30 days for reimbursement of accrued per diem and other expenses.

If member needs to be reimbursed for initial high cost travel expenses to the duty station, the first partial voucher can be submitted upon arrival. Subsequent claims should then be sent every 30 days until the mission is complete. The partial voucher itinerary must show "In Place" and have the dates the voucher is covering. Travel vouchers are to clearly show **all travel**, including leave as well as authorized and voluntary returns to the HOR. Include all receipts for expenses of \$75.00 or more in the reimbursable expenses block of the DD 1351-2.

NOTE: During any 30-day period if travel is to alternate duty location(s) on a TDY using a DD Form 1610, the travel must be included in the itinerary section (Block 15) of the travel voucher. Claim must include all expenses w/receipts and all applicable orders. Member must send a final settlement voucher when orders end and mission is complete.

INSTRUCTIONS FOR COMPLETING DD FORM 1351-2, MAY 2011

*****REMEMBER: IF YOU DO NOT CLAIM IT ON YOUR TRAVEL VOUCHER, WE CANNOT PAY/REIMBURSE IT.***

VOUCHERS

- Travel Voucher DD Form 1351-2, May 2011
Note: Previous editions are obsolete and cannot be accepted.
- DD1351-2c Sub-voucher (Continuation Sheet) August 1997, if needed
Note: Previous edition may be used.

BLOCK 1

Put an “**X**” in the box marked ‘**EFT**’ and an “**X**” in the GTC box. Specify the amount to be “**Split Disbursed**” (for payment to the GTC). The remainder will be sent directly to your EFT account.

BLOCK 2- 4 & 6 a thru e

Include personal information & e-mail address. The Travel Voucher Summary will be sent to you via e-mail.

BLOCK 5

Select type of payment. Place an “**X**” in boxes that apply to traveler.

BLOCKS 7

Include daytime phone number and area code.

BLOCK 8

Enter the Travel Order Number that is found on your official travel orders.

BLOCK 9

Include all payments applicable to the referenced travel order or NONE if not applicable. Make sure to include advances, previous payments, etc.

BLOCK 10

Leave blank

BLOCK 11

Include permanent duty station information.

BLOCKS 12-14

Complete as applicable for PCS claims only.

BLOCK 15

Itinerary must be exact! Voucher must show date of departure from the HOR and arrival to place where official travel begins, ends and points where duty is performed (or

PDS). All overnight stops will be listed in the itinerary. Use another line every time you change modes of transportation. Show arrival to and departure from transportation terminals. Use a DD Form 1351-2C continuation sheet, if needed.

The itinerary must show when the order ends. Mission complete (MC) or remaining “in place” is required whether it was to continue another order or IDT status.

Use appropriate symbols from the reverse side of the DD1351-2 for Blocks 15c, 15d. Enter lodging cost in 15e. Block 15f POC Miles, number of miles traveled by POC to and from TDY location. Also the mileage to and from transportation terminals needs to be claimed in Block 15f, as applicable. **Note:** Ensure you show any leave taken throughout the itinerary in Block 29, as applicable.

BLOCK 16

Include information in this section as applicable.

BLOCK 17

Put an “**X**” in the box that indicates the duration of TDY travel. Duration is from the time you left your departure location (home) until the day you returned.

BLOCK 18

Show all expenses. This includes applicable parking, tolls, taxis, rental car, gas for rental car, commercial airfare, CTO service/processing fees, registration/conference fees, ATM fees, laundry, and any other authorized expenses.

BLOCK 19

Show all government/deductible meals and dates. This is used when government meals are provided at no cost.

BLOCK 20a-b

Traveler’s digital signature and date are required. Wet signatures will be accepted if digital signature is not possible.

BLOCK 20c thru f

Reviewing official’s digital signature and date are required. Wet signatures will be accepted, if digital signature is not possible.

BLOCK 21a

Approving official must sign and date attesting to the validity of and approving payment of any additional items not originally authorized on the orders. The authorizing official must explain in the Remarks Section (Block 29, page 2 of DD 1351-2) what additional items are being approved.

BLOCKS 22-28

These blocks are for Finance and Accounting Office use only.

BLOCK 29

Complete this section when special authorization is not included in the orders prior to travel being performed. This may also be used to explain unusual circumstances or to clarify voucher entries on the first page of the voucher. No signature is required of clarification statements.

CHAPTER 5

INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE

GENERAL

The Secretary Concerned may authorize/approve reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel, transportation, and related expenses for travel **to IDT location to perform IDT when the member is required to commute outside the local commuting distance.**

JFTR paragraph U7640 defines 'outside the local commuting distance' as the local travel area under paragraph U2800, but not less than 150 miles one way by the Defense Table of Official Distances (DTOD).

Exception: Members requiring off island/inter island travel to an IDT location not normally served by boat/ferry in the non-contiguous States as well as U.S. Territories and Possessions and does not meet the conditions outlined in JFTR paragraph U2800-B1c) Reimbursement for travel costs via air/sea is limited IAW paragraph U7640-C.

ELIGIBLE MEMBER

A member of the Selected Reserve of the Ready must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage; or
3. Assigned to a unit/position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

For questions or inquires, contact your servicing program manager (PM) or detachment staff.

REIMBURSEMENT

The following travel and transportation expenses for travel to and from an IDT location to perform IDT may be reimbursed (37 USC 452(b)(9). ***Not to Exceed a total of \$300 for each round trip (37 USC §478a(c)).*** *A DD1610 order generated in the AROWS-R system is required to file for reimbursement.

TRANSPORTATION

Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal, and between the terminal and the training location.

POC Transportation. Mileage allowance is \$0.24 per mile. The Other Mileage Rate (see JFTR paragraph U2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls as well as parking fees. Gas is NOT reimbursable.

LODGING AND MEALS

Meals. The actual cost of the member's meals (including tax and tips) may be reimbursed up to the M&IE for the per diem rate for the area concerned. This does **NOT** include alcoholic beverages.

Lodging. The actual cost of the member's lodging (including tax, tips, and service charges) may be reimbursed up to the per diem rate for the area concerned. The locality per diem lodging ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non-foreign OCONUS area is a reimbursable expense (see JFTR Appendix G). The locality per diem lodging ceiling in a foreign area includes lodging tax. Lodging tax in a foreign area is not a reimbursable expense.

Note: Rental car is not reimbursable when in an IDT status.

For reimbursement of expenses when in an IDT status outside Normal Commute, the following documentation is required:

- AF Form 1610 (from AROWS-R)

- IDT Reimbursement checklist ([Figure 1](#))

- DD Form 1351-2 - Traveling by Commercial Air ([Figure 2](#))

- DD Form 1351-3 - Traveling by Commercial Air ([Figure 3](#))

- DD Form 1351-2 – Traveling by POC ([Figure 4](#))

- DD Form 1351-3 – Traveling by POC ([Figure 5](#))

- All applicable receipts for expense of \$75.00 or more

FIGURE 1 - IDT REIMBURSEMENT CHECKLIST

IDT Reimbursement Checklist

Member _____ Date _____

- _____ Form 40A (signed by Active Duty supervisor)
- _____ DD Form 1610
- _____ SF 1164- claim for lodging accrued at base location during IDTs
- _____ Lodging Receipts
- _____ DD Form 1351-2 (signed by supervisor)
- _____ DD Form 1351-3 (actual expenses)
- _____ All receipts for expenses exceeding \$75.00

*Please verify that all required documents are filled out completely and signed.
Attach this as the coversheet and send to IMA Travel, Dobbins ARB, Fax: DSN 497-0625, or email IMATravel@dobbins.af.mil.

FIGURE 2 – DD FORM 1351-2 (OUTSIDE NORMAL COMMUTE WHEN TRAVELING BY COMMERCIAL AIR)

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalties Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.																																																	
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check				SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 250.00																																																	
2. NAME (Last, First, Middle Initial) (Print or type) XX		3. GRADE XX		4. SSN 000-00-0000		5. TYPE OF PAYMENT (X as applicable) <table style="width: 100%;"> <tr> <td><input type="checkbox"/> TDY</td> <td><input type="checkbox"/> Member/Employee</td> </tr> <tr> <td><input type="checkbox"/> PCS</td> <td><input checked="" type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Dependent(s)</td> <td><input type="checkbox"/> DLA</td> </tr> </table>		<input type="checkbox"/> TDY	<input type="checkbox"/> Member/Employee	<input type="checkbox"/> PCS	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Dependent(s)	<input type="checkbox"/> DLA																																								
<input type="checkbox"/> TDY	<input type="checkbox"/> Member/Employee																																																				
<input type="checkbox"/> PCS	<input checked="" type="checkbox"/> Other																																																				
<input type="checkbox"/> Dependent(s)	<input type="checkbox"/> DLA																																																				
6. ADDRESS: a. NUMBER AND STREET XX		b. CITY XX		c. STATE XX		d. ZIP CODE XXXX																																															
e. E-MAIL ADDRESS				10. FOR D.O. USE ONLY																																																	
7. DAYTIME TELEPHONE NUMBER & AREA CODE (000) 000-0000		8. TRAVEL ORDER/AUTHORIZATION NUMBER T00000		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		a. D.O. VOUCHER NUMBER																																															
11. ORGANIZATION AND STATION				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		b. SUBVOUCHER NUMBER																																															
12. DEPENDENT(S) (X and complete as applicable) <table style="width: 100%;"> <tr> <td colspan="2"><input type="checkbox"/> ACCOMPANIED</td> <td colspan="2"><input type="checkbox"/> UNACCOMPANIED</td> </tr> <tr> <td>a. NAME (Last, First, Middle Initial)</td> <td>b. RELATIONSHIP</td> <td colspan="2">c. DATE OF BIRTH OR MARRIAGE</td> </tr> <tr><td> </td><td> </td><td colspan="2"> </td></tr> <tr><td> </td><td> </td><td colspan="2"> </td></tr> <tr><td> </td><td> </td><td colspan="2"> </td></tr> </table>				<input type="checkbox"/> ACCOMPANIED		<input type="checkbox"/> UNACCOMPANIED		a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE														14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		c. PAID BY																											
<input type="checkbox"/> ACCOMPANIED		<input type="checkbox"/> UNACCOMPANIED																																																			
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE																																																			
15. ITINERARY <table style="width: 100%;"> <tr> <th style="width: 10%;">a. DATE</th> <th style="width: 10%;">b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)</th> <th style="width: 10%;">c. MEANS/ MODE OF TRAVEL</th> <th style="width: 10%;">d. REASON FOR STOP</th> <th style="width: 10%;">e. LODGING COST</th> <th style="width: 10%;">f. POC MILES</th> </tr> <tr><td>10 JUL</td><td>HOR</td><td>PA</td><td>AT</td><td> </td><td> </td></tr> <tr><td>10 DEP</td><td>NASHVILLE IAP</td><td>CP</td><td>AT</td><td> </td><td> </td></tr> <tr><td>10 ARR</td><td>PANAMA CITY IAP</td><td>CA</td><td>TD</td><td> </td><td> </td></tr> <tr><td>10 DEP</td><td>TYNDALL AFB</td><td>CA</td><td>AT</td><td> </td><td> </td></tr> <tr><td>14 ARR</td><td>PANAMA CITY IAP</td><td>CP</td><td>AT</td><td> </td><td> </td></tr> <tr><td>14 DEP</td><td>NASHVILLE IAP</td><td>PA</td><td>MC</td><td> </td><td> </td></tr> <tr><td>14 ARR</td><td>HOR</td><td> </td><td> </td><td> </td><td> </td></tr> </table>				a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	10 JUL	HOR	PA	AT			10 DEP	NASHVILLE IAP	CP	AT			10 ARR	PANAMA CITY IAP	CA	TD			10 DEP	TYNDALL AFB	CA	AT			14 ARR	PANAMA CITY IAP	CP	AT			14 DEP	NASHVILLE IAP	PA	MC			14 ARR	HOR					d. COMPUTATIONS NOTE: DIGITAL SIGNATURES IN THE CLAIMANT AND REVIEWER BLOCKS MANDATORY.	
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14 DEP	NASHVILLE IAP	PA	MC																																																		
14 ARR	HOR																																																				
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TRAVEL 12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS		e. SUMMARY OF PAYMENT <table style="width: 100%;"> <tr><td>(1) Per Diem</td><td> </td></tr> <tr><td>(2) Actual Expense Allowance</td><td> </td></tr> <tr><td>(3) Mileage</td><td> </td></tr> <tr><td>(4) Dependent Travel</td><td> </td></tr> <tr><td>(5) DLA</td><td> </td></tr> <tr><td>(6) Reimbursable Expenses</td><td> </td></tr> <tr><td>(7) Total</td><td>0.00</td></tr> <tr><td>(8) Less Advance</td><td> </td></tr> <tr><td>(9) Amount Owed</td><td>0.00</td></tr> <tr><td>(10) Amount Due</td><td> </td></tr> </table>		(1) Per Diem		(2) Actual Expense Allowance		(3) Mileage		(4) Dependent Travel		(5) DLA		(6) Reimbursable Expenses		(7) Total	0.00	(8) Less Advance		(9) Amount Owed	0.00	(10) Amount Due																											
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18. REIMBURSABLE EXPENSES <table style="width: 100%;"> <tr> <th>a. DATE</th> <th>b. NATURE OF EXPENSE</th> <th>c. AMOUNT</th> <th>d. ALLOWED</th> </tr> <tr> <td>10 JULY</td> <td>SEE ATTACHED DD1351-3</td> <td> </td> <td> </td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>				a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	10 JULY	SEE ATTACHED DD1351-3															19. GOVERNMENT/DEDUCTIBLE MEALS <table style="width: 100%;"> <tr> <th>a. DATE</th> <th>b. NO. OF MEALS</th> <th>a. DATE</th> <th>b. NO. OF MEALS</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>				a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS																						
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20. CLAIMANT SIGNATURE XX						b. DATE 14 JULY																																															
c. REVIEWER'S PRINTED NAME XX		d. SIGNATURE		e. TELEPHONE NUMBER XX		f. DATE 14 JULY																																															
21. APPROVING OFFICIAL'S PRINTED NAME		b. SIGNATURE		c. TELEPHONE NUMBER		d. DATE																																															
22. ACCOUNTING CLASSIFICATION																																																					
23. COLLECTION DATA																																																					
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/ AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)																																															
28. AMOUNT PAID		29. REMARKS																																																			

DD FORM 1351-2, MAY 2011

PREVIOUS EDITION IS OBSOLETE.

Exception to SF 1012 approved by GSA/IRMS 12-91.
Adobe Professional 8.0

FIGURE 3 – DD FORM 1351-3 (FOR OUTSIDE NORMAL COMMUTE WHEN USING COMMERCIAL AIR)

[illegible]

[illegible]

[illegible]

CHAPTER 6

INACTIVE DUTY TRAINING (IDT) WITH PAY

GENERAL

The following definitions apply to:

1. Assigned Unit. For travel allowance purposes, a RC member's designated place of duty is the assigned unit.
2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station (JFTR paragraph U2800-B).

TRAVEL FROM HOME TO THE ASSIGNED UNIT OR TO AN ALTERNATE SITE IN THE LOCAL COMMUTING AREA

Travel and transportation allowances are not authorized for:

- a. IDT at the:
 - (1) Training duty station;
 - (2) Drill site;
 - (3) Assigned unit city/town location;
 - (4) Local area of the assigned unit or home; or
- b. Travel between home and the:
 - (1) Assigned unit (except in JFTR paragraph U7152);
 - (2) Unit training assembly place; or
 - (3) Place of duty instead of a unit training assembly.

REIMBURSEMENT OF SERVICE CHARGES FOR TRANSIENT GOVERNMENT HOUSING USE

A RC member who occupies transient Government housing (while performing IDT *with pay*) and is not authorized per diem/AEA, may be:

- a. Reimbursed for lodging service charges; or
- b. Provided lodging in kind.

Reimbursement for other than service charges for Government quarters (see JFTR Appendix A) use is not authorized. **Note:** A contract quarter authorization / non-availability statement from the billeting office must accompany any requests for off-base lodging reimbursement.

FILING A SF 1164 (FOR IDT LODGING REIMBURSEMENT)

INSTRUCTIONS ON HOW TO COMPLETE A SF1164

Complete only those sections identified below ([see Figure 6](#)), when in an IDT status. All other sections are not required. Lodging is the **ONLY** reimbursable expense.

Section 4 - CLAIMANT

- a. Name
- b. Social Security Number
- c. Mailing Address
- d. Office Telephone Number

Section 6 - EXPENDITURES

Enter dates of lodging claimed. The FROM/TO columns show the IDT lodging location and daily rate 'x' number of days lodged. You can request a Split Disbursement amount in this section if needed.

Section 7 – AMOUNT CLAIMED

Enter total dollar amount of lodging being claimed.

Section 8

Document requires an Approving Official signature and date stamp.

Section 10

Claimant (IMA) must sign and date.

NOTE: Submit a copy of the AF Form 40A with the SF1164. The 40A must be printed from UTAPS web with the Authorizing Official's signature and title as well as the reservist's name. Include lodging receipt and contract quarters authorization / non-availability statement (if applicable) with the 40A submission.

FIGURE 6 SAMPLE SF 1164 (IDT LODGING ONLY)

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE		2. VOUCHER NUMBER	
				3. SCHEDULE NUMBER	
<i>Read the Privacy Act Statement on the back of this form.</i>				5. PAID BY	
4. CLAIMANT	a. NAME (Last, first, middle initial)		b. SOCIAL SECURITY NO.		
	REQUIRED		REQUIRED		
	c. MAILING ADDRESS (Include ZIP Code)		d. OFFICE TELEPHONE NUMBER		
REQUIRED		REQUIRED			
6. EXPENDITURES (<i>If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.</i>)					

DATE	C O D E	Show appropriate code in col. (b): A - Local travel B - Telephone or telegraph, or C - Other expenses (itemized) D - Funeral Honors Detail E - Specialty Care		MILEAGE RATE	AMOUNT CLAIMED			
		(Explain expenditures in specific detail.)			MILEAGE	FARE OR TOLL	ADD PERSONS	TIPS AND MISCELLANEOUS
		(a)	(b)					
		(c) FROM	(d) TO	NO. OF MILES (e)	(f)	(g)	(h)	(i)
JULY 10-14	C	TYNDALL AFB	IDT LODGING					
		\$53.25 PER DAY	X 5 = \$266.25					
		SUBTOTALS CARRIED FORWARD FROM THE BACK						
7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).) ▶ \$ 266.25				TOTALS				
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. <i>Sign Original Only</i>				
APPROVING OFFICIAL SIGN HERE REQUIRED AUTHORIZED CERTIFYING OFFICER SIGN HERE				CLAIMANT SIGN HERE REQUIRED DATE XX				
9. This claim is certified correct and proper for payment. <i>Sign Original Only</i>				11. CASH PAYMENT RECEIPT				
				a. PAYEE (Signature)	b. DATE RECEIVED			
					c. AMOUNT \$			
				12. PAYMENT MADE BY CHECK NO.				

ACCOUNTING CLASSIFICATION

CHAPTER 7

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENTS

PER DIEM ENROUTE TO/FROM PDS

For PCS travel, the traveler is paid the standard CONUS per diem rate as well as a reduced rate paid for each dependent traveling in the same vehicle. The standard CONUS per diem rate is paid for each day of PCS travel between authorized points, up to the allowable travel time of 350 miles per day. This includes en route lodging costs.

POC/POV MILEAGE EN ROUTE TO/FROM PDS

PCS mileage is paid using DTOD and IAW JFTR. *POV operating expenses are reimbursed through mileage allowance. Fuel is not reimbursed separately.*

TEMPORARY LODGING EXPENSE (TLE)

TLE is an allowance intended to partially pay members for lodging and meal expenses incurred by a member and his/her dependent(s) while occupying temporary lodging in CONUS in conjunction with a PCS. Due to a move, a member is entitled to TLE when entering active duty. The time limit is 10 days for a member reporting to his/her (PDS) from home of record (HOR). The TLE days covered must be used either near the member's HOR, place of which he/she entered active duty (PLEAD) or after arriving at the new PDS.

NOTE: A member is **NOT** entitled to TLE when leaving active duty.

TEMPORARY LODGING ALLOWANCE (TLA)

TLA is a military pay entitlement for an OCONUS PCS. It is processed and paid at the PCS location military pay office. The claim can also be sent to the Readiness Management Group's RPO office at Robins AFB, GA via email at RMG.RPO@us.af.mil. TLA is not processed for reimbursement at the IMA Travel office because it is a military pay entitlement. The IMA Travel office only reimburses PCS travel expenses to and from the duty station.

DISLOCATION ALLOWANCE (DLA) -

A member is not entitled to DLA from home or from PLEAD to first PDS, unless the member's dependents actually move from the member's residence to the PDS or a designated place.

NOTE: If the dependents do not relocate to the new PDS or the member has no dependents, DLA is not authorized from home (or PLEAD) to the first PDS.

HOUSEHOLD GOODS (HHG) TRANSPORTATION

A member is entitled to HHG transportation or non-temporary storage (NTS) when ordered to perform a PCS move, subject to conditions specified in the JFTR. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance in one lot between authorized places at the lowest overall cost to the Government. You must contact a Transportation Management Office (TMO) for a personal procured move (PPM), commonly known as a DITY move. TMO will instruct you on the required documents and compute your entitlement.

NOTE: For reimbursement of the PPM, a completed DD Form 2278 (Sections 10 through 12 are vital for payment) with all supporting documents provided by TMO (to include a copy of your PCS order) must be submitted to IMA Travel for payment. See DoD Financial Management Regulation Volume 9, Chapter 6, paragraph 060302 for detailed instructions on PPM monetary allowance.

CHAPTER 8

DEFENSE TRAVEL SYSTEM (DTS)

INSTRUCTIONS FOR COMPLETING YOUR AUTHORIZATION IN DTS

Authorization/Orders:

- Orders requests are created, approved and certified in AROWS-R
- Once the order is authenticated, it is exported hourly to DTS if it meets current AFRC/FM business rules. The following orders meet the criteria to be processed in DTS:
 - *Annual Tour Only (NO IDTs on front or back end);*
 - *MPA/RPA less than 30 days; or*
 - *Back to Back Orders less than 45 days total*

Step 1: Member will receive a notification from DTS that a document is awaiting review.

Step 2: Member will log into DTS: <http://www.defensetravel.osd.mil/dts/site/index.jsp>.

Defense Travel System - Welcome to DTS - Internet Explorer provided by USAF

http://www.defensetravel.osd.mil/dts/site/index.jsp

Defense Travel System - Welcome to DTS

Defense Travel System
A New Era of Government Travel

Search DTS Go!

Web Accessibility | Privacy and Security Notice | Site Map

Home
DTMO Website
Training
Travel Explorer
Travel Assistance Center (TAC)
References
Contacts
Find your Local DTA

Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

LOGIN TO DTS

First Time Users

Click below to learn more about DTS and the tools required for use.

LEARN MORE

Training

Click below to learn how to use DTS and for additional training resources.

TRAINING

Click here to visit the DEFENSE TRAVEL MANAGEMENT OFFICE

www.defensetravel.dod.mil

System Status

DTS
DTS is available.

EWTS
EWTS is available

Recent Updates

- Having Trouble Accessing Links and Viewing Documents in DTS?
- New Travel Justification Required for DD 1610 and Other Order Formats
- Baggage Allowances and Fees - Know Before You Go

ICE
Provide Feedback Here!

TRAVEL EXPLORER

Notices

- What To Do If An Emergency Occurs While on TDY
- Your Reimbursement Could Be Affected - Keeping Your DTS Profile Up to Date
- Baggage Allowances and Fees - Know Before You Go
- Now Available - Spring Edition of the Defense Travel Dispatch

Trusted sites | Protect

Step 3: From the home page, select 'Official Travel', then 'Authorizations/Orders'.



Defense Travel System
A New Era of Government Travel

Official Travel ▼ Official Travel - Others ▼ Traveler Setup ▼

Welcome **MICHELE D BOYD**

Organization: DFXAFRRMGDET11AFDW
Org Access: DFXAFRRMG
Group Access: RMG
Permission: 0,1,2,3,4,5,6

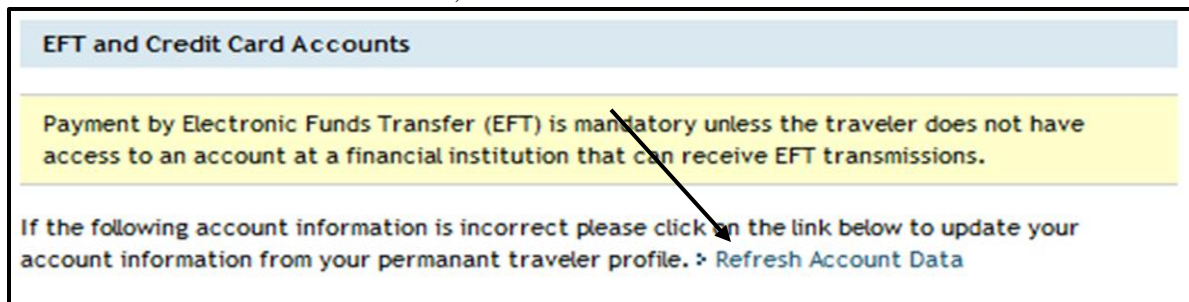
Reset Profile



Official Travel ▼ Official Travel

Authorizations/Orders
Vouchers
Local Vouchers
Group Authorizations/Orders

Under EFT and Credit Card Accounts; click 'Refresh Account Data.'



EFT and Credit Card Accounts

Payment by Electronic Funds Transfer (EFT) is mandatory unless the traveler does not have access to an account at a financial institution that can receive EFT transmissions.

If the following account information is incorrect please click on the link below to update your account information from your permanent traveler profile. > [Refresh Account Data](#)

Account Type	Account Number	Routing Number	Expiration Date
CHECKING			
GOVCC			

Your checking account and GTC information will appear in the above box.

Step 5: Select the authorization from the list, then click 'Edit.'

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[Create](#)
STOP
[on/Order](#)
DO NOT SELECT
[Create Trip Template](#)


Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
FMSTLOUISMO091111_A23-01	09/11/11	CREATED	000Z09	edit	print	remove	
↑ FMSTLOUISMO091111_A23		POS ACK RECEIVED		view	print		

Step 6: On the Main Navigation Bar across the top, select 'Travel.'

Logged In As: [MICHELE D BOYD](#)
 Document Name: [DCHURLBURTFIE071413_A01-01](#)
 Screen ID: 1064.3
 [Close Window](#)

Traveler Name: [DAVID B COOK](#)
 Document Type: Authorization
 [Help for this screen](#)


Defense Travel System
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[RETURN TO LIST](#)

[Itinerary](#)
[Travel](#)
[Expenses](#)
[Accounting](#)
[Additional Options](#)
[Review/Sign](#)

[Preview](#)
[Other Auths.](#)
[Pre-Audit](#)
[Digital Signature](#)

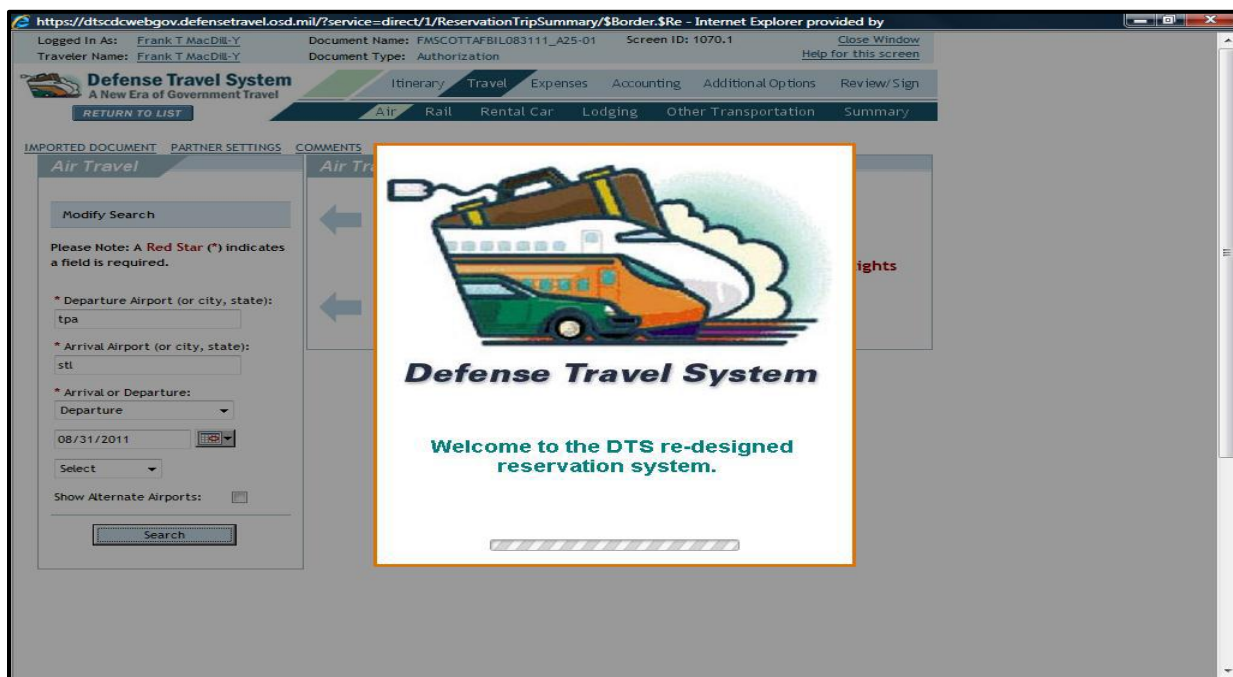
Step 7: The Trip Summary Page.

Select 'Add New Flight.' If not applicable, skip to Step 9.

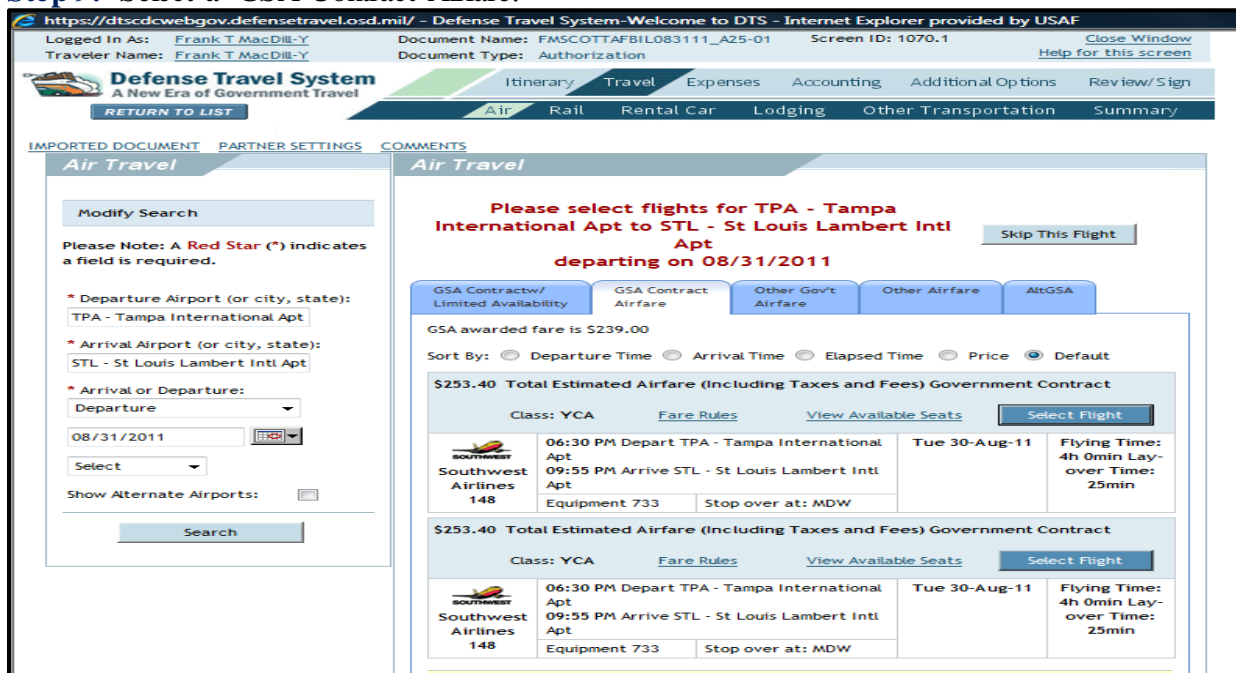
The screenshot shows the 'Trip Summary' page in the Defense Travel System. The page has a header with the system name and a navigation bar with tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign, Air, Rail, Rental Car, Lodging, Other Transportation, and Summary. The 'Summary' tab is selected. Below the navigation bar, there are links for 'IMPORTED DOCUMENT', 'PARTNER SETTINGS', and 'COMMENTS'. The main content area is titled 'Trip Summary' and contains two tabs: 'Payment Information' and 'Final Trip Itinerary'. The 'Final Trip Itinerary' tab is active. It displays a list of payment summaries: 'Air Travel Payment Summary:', 'Rental Car Payment Summary:', 'Lodging Payment Summary:', 'Rail Payment Summary:', and 'Other Ticketed Transportation:'. To the right of each summary is a link to 'Add New [Category]'. An arrow points to the 'Add New Flight' link. At the bottom of the page, there is a 'Proceed to the following page:' section with a dropdown menu set to 'Expense - Non-Mileage' and a 'Continue' button.

Step 8: Enter city or airport code in 'Departure and Arrival.' Select your travel date, then click 'Search.'

The screenshot shows the 'Air Travel' search page in the Defense Travel System. The page has a header with the system name and a navigation bar with tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign, Air, Rail, Rental Car, Lodging, Other Transportation, and Summary. The 'Air' tab is selected. Below the navigation bar, there are links for 'IMPORTED DOCUMENT', 'PARTNER SETTINGS', and 'COMMENTS'. The main content area is titled 'Air Travel' and contains a 'Modify Search' section. This section has a 'Please Note: A Red Star (*) indicates field is required.' message. Below this are four required fields: 'Departure Airport (or city, state):', 'Arrival Airport (or city, state):', 'Arrival or Departure:', and 'Show Alternate Airports:'. The 'Arrival or Departure:' field has a dropdown menu set to 'Departure'. There is a 'Search' button at the bottom. An arrow points to the 'Search' button. Another arrow points to the 'Please use the Modify Search area to find alternate flights' message.



Step 9: Select a 'GSA Contract Airfare.'



***Note:** If you select an airfare other than a GSA Contract Carrier Fare, you are required to give justification and get approval by your Authorizing Official before it is granted.

****Note:** If a rental car is authorized on the order, you can select your rental through the reservation module as well.

Step 10: To add a 'Reservation Made Outside of DTS' via a CTO. Select 'Travel', then click on 'Other Transportation.'

https://dts.cdwebgov.defensetravel.osd.mil/?service=direct/1/PreviewTrip/&Order.\$RenderedImage - Internet Explorer provided by

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111-025-01 Screen ID: 1200.1 Close Window
Traveler Name: Frank T MacDill-Y Document Type: Authorization Help for this screen

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation Summary

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Trip Summary

Email this Itinerary Print this Itinerary

Payment Information Final Trip Itinerary

Air Travel Payment Summary: Add New Flight

Rental Car Payment Summary: Add New Rental Car

Lodging Payment Summary: Add New Lodging

Rail Payment Summary: Add New Rail

Other Ticketed Transportation: Add New Ticketed Transportation

Change TDY Location Save and Continue

Proceed to the following page: Expense - Non-Mileage Continue

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type: --Select--

* Description: --Select--

* Ticket No: CTO Fee (Central Bill)
CTO Fee (Indiv Bill)
Comm Air (Central Bill)
Comm Air (Indiv Bill)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type:

Comm Air (Indiv Bill)

* Description:

Comm Air (Indiv Bill)

* Ticket No:

See Attached Ticket 2

* Ticket Value:

500.00

Cost:
(If different from
ticket value)

500.00

* Departure Date
(mm/dd/yyyy):

03/21/2014

Issue Date
(mm/dd/yyyy):

* Ticket Date
(mm/dd/yyyy):

03/18/2014

Once all info has been added, click on

Save

Other Trans.

Use this screen to enter Other Ticketed Transportation information.
DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Ticketed Transportation Saved

Ticket Information

Select the "edit" link for the corresponding ticketed transportation item to edit this ticketed transportation.

* Type:

Comm Air (Indiv Bill)

* Description:

Comm Air (Indiv Bill)

* Ticket No 2:

See Attached Ticket 1

* Ticket Value:

500.00

Cost:
(If different from
ticket value)

500.00

* Dep Date :

03/21/2014

Issue Date :

* Ticket Date :

03/24/2014

Ticket Transportation has been saved. To add CTO fee, click on

Create a New Ticketed Transportation Entry

Select 'CTO FEE (Indiv Bill)'. Add the fee amount.

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type: CTO Fee (Indiv Bill)

* Description: CTO Fee (Indiv Bill)

* Ticket No: See Attached Ticket 1

* Ticket Value: 0.00

Cost:
(If different from
ticket value) 0.00

* Departure Date
(mm/dd/yyyy): 03/21/2014

Issue Date
(mm/dd/yyyy):

* Ticket Date
(mm/dd/yyyy): 03/24/2014

Once all info has been added click Save

Your Trip Summary should look like this:

Trip Summary

Overall Starting Point		
Leave From:	Warner Robins , GA	Edit
Leave:	21-Mar-14	
Location 1: KEESLER AFB,MS		
Leave From:	Warner Robins , GA	Edit
TDY/TAD Loc:	KEESLER AFB,MS	
Arrive:	21-Mar-14	
Leave:	23-Apr-14	
Other:	Comm Air (Indiv Bill)	Edit
Type:	CP - Comm Air (Indiv Bill)	Remove
Depart:	21-Mar-14	
Other cto:	CTO Fee (Indiv Bill)	Edit
Type:	CF - CTO Fee (Indiv Bill)	Remove
Depart:	21-Mar-14	
Overall Ending Point		
Leave From:	KEESLER AFB,MS	Edit
Return Loc:	Warner Robins, GA	
Arrive:	23-Apr-14	

COMM AIR and CTO FEE will default to the GOVCC

Step 11: Select 'Non-Mileage Expenses.'

Logged In As: [MICHELE D BOYD](#) Document Name: [MBOFFUTTAFBNE060413_A01](#) Screen ID: 1037.1 [Close Window](#)
Traveler Name: [MICHELE D BOYD](#) Document Type: [Authorization](#) [Help for this screen](#)

Defense Travel System
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[RETURN TO LIST](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 04-Jun-13 Return: 07-Jun-13

Non-Mileage Expense #1

* Select Expense Type:
- OR - AIRFARE

* Cost: \$ 450.00
[view expense details/currency calculator](#)

* Date: 08/13/2013
(mm/dd/yyyy)

* Method of Reimbursement: Personal
--Please Select--
Personal
Govt Funded/Contract
GOVCC-Individual

Non-Mileage Expense #2

**Note: Airfare and rental car will default automatically to your GTC in DTS.*

Step 12: Select 'Mileage Expenses.'

Logged In As: [MICHELE D BOYD](#) Document Name: [MBOFFUTTAFBNE060413_A01](#) Screen ID: 1034.1 [Close Window](#)
Traveler Name: [MICHELE D BOYD](#) Document Type: [Authorization](#) [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 04-Jun-13 Return: 07-Jun-13

Mileage Expense #1

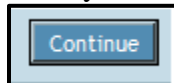
* Expense Type: Pvt Auto-Terminal
POC Use-Dedicated Gov Veh
POC Use-Gov Vehicle Avail
Private Plane
Pvt Auto-In/Around
Pvt Auto-TDY/TAD
Pvt Auto-Terminal

* Date: 08/13/2013
(mm/dd/yyyy)

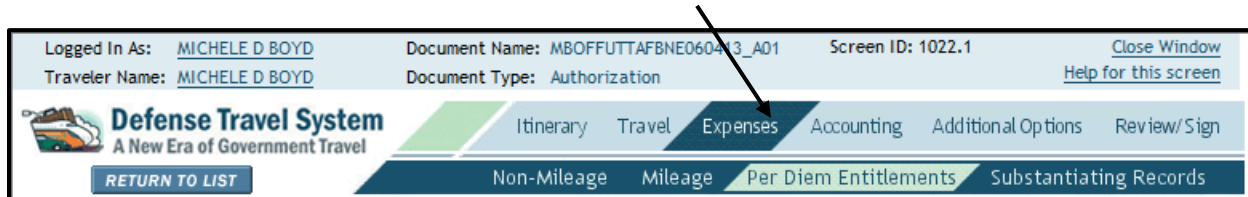
* Method of Reimbursement: Personal

* Miles 35 x Rate 0.565 = Cost \$ 19.77

Once you have completed all your expenses, select 'Save expenses', then 'Continue.'



Step 13: From Expenses, select 'Per Diem Entitlements.'



Step 14: Click 'Edit.'

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/04/13	OFFUTT AFB,NE	Edit	Reset	\$55.00	\$55.00 GOVCC-Individual	\$34.50 Personal	77 / 46	QTRS				AVAIL
06/05/13	OFFUTT AFB,NE	Edit	Reset	\$55.00	\$55.00 GOVCC-Individual	\$16.70 Personal	77 / 46	MESS	M	M	M	AVAIL
06/06/13	OFFUTT AFB,NE	Edit	Reset	\$55.00	\$55.00 GOVCC-Individual	\$16.70 Personal	77 / 46	MESS	M	M	M	AVAIL
06/07/13	OFFUTT AFB,NE	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$34.50 Personal	77 / 46	MESS	M	M	M	AVAIL

Per Diem Entitlement Detail will appear. Click on 'Values Apply Through' calendar and select date.

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: AURORA,CO

Values Apply From Date: 08/29/2011

Values Apply Through: 08/29/2011

Select dates to which changes need to apply

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate: 141 / 66

Lodging: \$ 109.00

M & IE: \$ 49.50

Input paid dollar amt for lodging expense

[view expense details / currency calculator](#)

[view expense details / currency calculator](#)

Under Duty Conditions, ensure 'Quarters Available' is checked.

Duty Conditions
Check all of the following that apply:
<input type="checkbox"/> Field Conditions
<input type="checkbox"/> Adverse Effects/Commercial Quarters
<input type="checkbox"/> Inactive Duty Training (Local Commuting Area)
<input type="checkbox"/> Permissive TDY
<input type="checkbox"/> Hospital Stay
<input checked="" type="checkbox"/> Quarters Available

Meals for Annual Tour ONLY.

Select 'Special Rate' and in the Cost box put \$0.00.

Meals	
If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:	
<input type="radio"/> Full Rate	<input type="checkbox"/> Breakfast
<input type="radio"/> Elected	<input type="checkbox"/> Lunch
<input type="radio"/> Available	<input type="checkbox"/> Dinner
<input type="radio"/> Provided	Cost: \$ 0.00
<input type="radio"/> Occasional	
<input checked="" type="radio"/> Special Rate	

For TDY going to a BASE, the Government Meal Rate (GMR) applies. Select 'Available' and check Breakfast, Lunch, and Dinner.

Meals	
If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:	
<input type="radio"/> Full Rate	<input checked="" type="checkbox"/> Breakfast
<input type="radio"/> Elected	<input checked="" type="checkbox"/> Lunch
<input checked="" type="radio"/> Available	<input checked="" type="checkbox"/> Dinner
<input type="radio"/> Provided	Cost: \$ 0.00
<input type="radio"/> Occasional	
<input type="radio"/> Special Rate	

If government quarters are not available, a Statement of Non-Availability is required unless the On-Base Lodging is under the Army Privatized Lodging Program. Select Full Rate.

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

☒ Full Rate
☐ Elected
☐ Available
☐ Provided
☐ Occasional
☐ Special Rate

☐ Breakfast
☐ Lunch
☐ Dinner
Cost: \$

Other Per Diem Entitlements.

Ensure the 'No Other Per Diem Entitlements' is checked. Click 'Save These Entitlements', then click 'Continue.'

Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

☒ **No Other Per Diem Entitlements**
☐ **Leave**
Check here if you are taking leave for the above date or date range.
☐ **Sick Leave - No Per Diem**
Check here if you are taking Sick Leave without Per Diem for the above date or date range.
☐ **Sick Leave - Per Diem**
Check here if you are taking Sick Leave with Per Diem for the above date or date range.
☐ **Duty Day(s)(No Per Diem)**
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
☐ **Non-Duty Day(s)**
Check here if you need to use Non-Duty Day for the above date or date range.
☐ **Authorized Delay**
Check here if you need to use Authorized Delay for the above date or date range.
☐ **Actual Lodging**
Check here if you need to use Actual Lodging for the above date or date range.
☐ **OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)**
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
☐ **In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)**
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return

Save These Entitlements

Proceed to the following page:

If you paid your GTC, you can update your Method of Reimbursement to reflect 'PERSONAL.'

Enter dollar amount of lodging. The system automatically defaults to the Standard CONUS Rate.

***NOTE:** The lodging expense will default to your GTC. If you used another method of payment, click the link right of the lodging cost box (view expense details/currency calculator), select 'PERSONAL', then hit 'save.'

Expense Details

Use this screen to edit the expense details.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Cost Options

Expense Type: Lodging

Expense Cost: 55.00

Reimbursable: ☒

Expense Category: LODGING ▾

Method of Reimbursement: GOVCC-Individual ▾

GOVCC-Individual

Govt Funded/Contract

Personal

Foreign Currency Calculator

Foreign Currency: 0.00

Exchange Rate: 0.00 (Foreign Units/US \$)

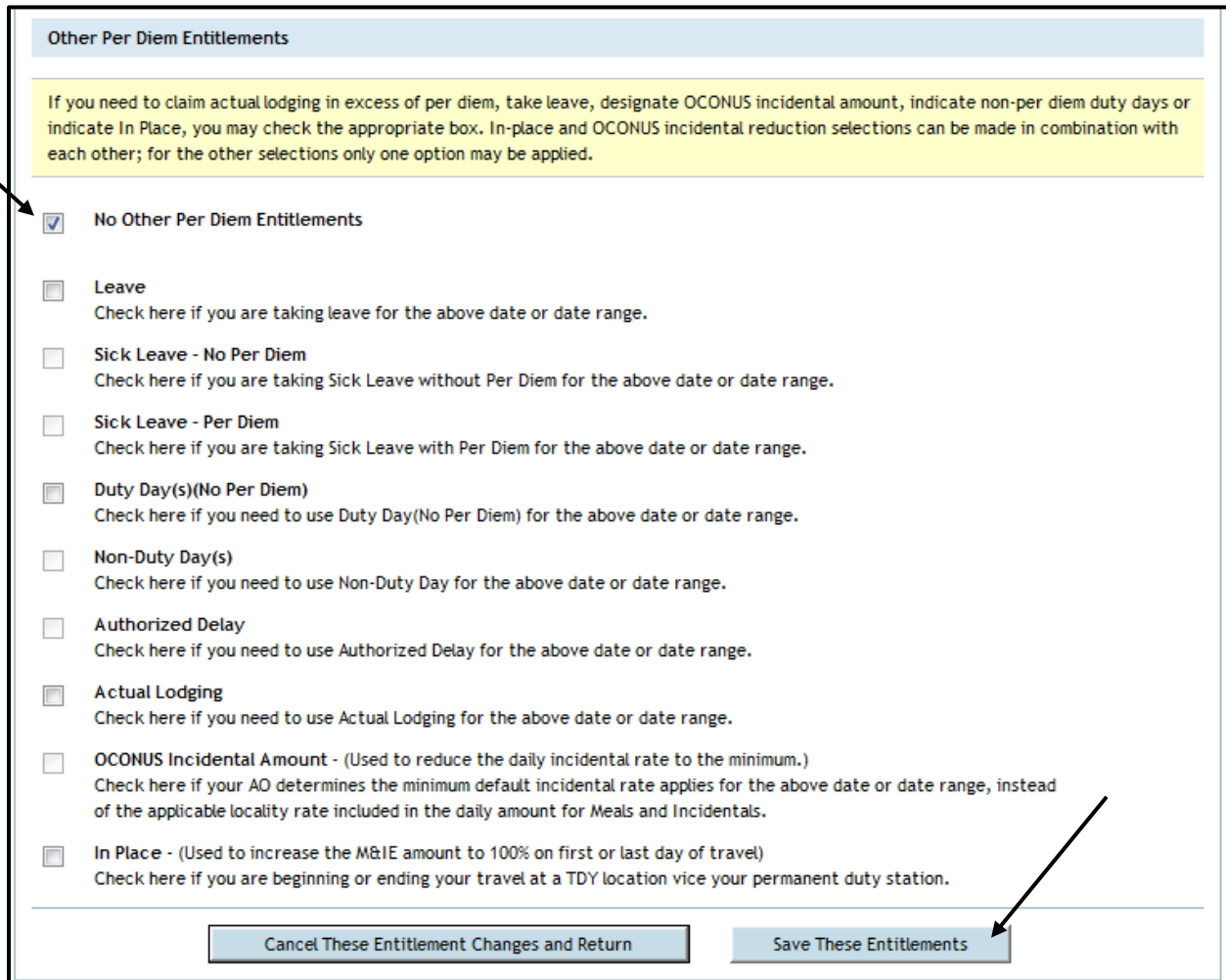
Reverse Exchange Rate

If the expense cost doesn't appear to be correct, then try using the following exchange rate:

(US \$/Foreign Units)

[Return](#) [Save](#)

Ensure the 'NO OTHER PER DIEM ENTITLEMENTS' is checked. Then click 'Save these Entitlements.'



Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

- ☒ **No Other Per Diem Entitlements**
- ☐ **Leave**
Check here if you are taking leave for the above date or date range.
- ☐ **Sick Leave - No Per Diem**
Check here if you are taking Sick Leave without Per Diem for the above date or date range.
- ☐ **Sick Leave - Per Diem**
Check here if you are taking Sick Leave with Per Diem for the above date or date range.
- ☐ **Duty Day(s)(No Per Diem)**
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- ☐ **Non-Duty Day(s)**
Check here if you need to use Non-Duty Day for the above date or date range.
- ☐ **Authorized Delay**
Check here if you need to use Authorized Delay for the above date or date range.
- ☐ **Actual Lodging**
Check here if you need to use Actual Lodging for the above date or date range.
- ☐ **OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)**
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- ☐ **In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)**
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Step 15: Preview Trip

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:	<input type="text"/>
------------	----------------------

Document Comments

Comments to the Approving Official:	<div></div>
Comments from the Travel Agent:	

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD
Trip Purpose: SITE VISIT
Trip Description: DET 25 DTS Implementation

Overall Starting Point Time Zone: EST (06)

Itinerary:	Leave From:	Marietta,GA
Edit	Leave:	04-Jun-13

Location 1 - OFFUTT AFB,NE Time Zone: CST (07)

Itinerary:	Leave From:	OFFUTT AFB,NE
Edit	TDY/TAD Location:	OFFUTT AFB,NE
	Arrive:	04-Jun-13
	Leave:	07-Jun-13

Rental Car:	Company:		Comments to the Travel Agent: <div></div>
Edit	En-Route:	No	
	Cost:	\$0.00	
	Location:		
	Pick-Up:	04-Jun-13 12:00AM	
	Drop-Off:	07-Jun-13 12:00AM	
	Method Of Reimbursement:		
	Restrictions:		

Overall End Point Time Zone: EST (06)

Itinerary:	Leave From:	OFFUTT AFB, NE
Edit	Return Location:	Marietta,GA
	Arrive:	07-Jun-13

Expenses

No Expense Information Available.

Per Diem Entitlements

Lodging M&IE:	Start Date	End Date	Total Lodge	Total M&IE
Edit	06/04/13	06/07/13	\$165.00	\$102.40

Step 16: Select 'Save' and proceed to 'Other Auths.'

Accounting Summary	
Actual/Estimate	No Accounting Information Available.
Accounting Code:	NO ACCT CODE
LODGING:	\$165.00
M&IE:	\$102.40
NO ACCT CODE Sub Total:	\$267.40
Calculated Trip Cost:	\$267.40

Document Totals	
Actual/Estimate	No Accounting Information Available.
LODGING:	\$165.00
M&IE:	\$102.40
Calculated Trip Cost:	\$267.40

Advances and Scheduled Partial Payments Summary	
No Advances requested.	
Trip Length does not allow Scheduled Partial Payments.	

Save And Proceed To Other Auths

Proceed to the following page:

Other Authorizations

Continue

Step 17: Select 'Save' and 'Proceed to Pre-Audits.'

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: [Frank T. MacDill-Y](#) Document Name: FMSCTTAFBIL083111_A25-01 Screen ID: 1040.1 [Close Window](#)
Traveler Name: [Frank T. MacDill-Y](#) Document Type: Authorization [Help for this screen](#)

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[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations			
	Other Authorization	Remarks	Remove
1	VARIATIONS AUTHORIZED	<input type="text" value="variations authorized"/>	remove

[Save and Proceed to Pre-Audits](#)

Proceed to the following page: [Pre-Audit](#) [Continue](#)

Step 18: Pre-Audit Trip

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[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

4 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ MIL QTRS NOT USED	→ SCOTT AFB,IL has a military lodging facility. Per diem entitlements indicates use of commercial lodging. Traveler must select one predefined reason and provide additional justification as indicated or needed.	Reason Codes Per Diem authorized on first and last day of travel. The comments/justification does not have to be detailed, just simple enough for the AO to approve
2.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ NON-CONTRACT FARE	→ Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits although one was available at time of selection: DL - 1872 TPA-Tampa International Apt 08/31/2011 - 06:00 AM ATL-Atlanta Hartsfield-Jackson Intl Apt 08/31/2011 - 07:30 AM GSA Fare: \$253.40 Fare Selected: \$260.40 Fare Price Difference: \$ 7.0	Reason Codes (C1) - Does not meet mission requirements

***Note:** Any flagged items require a 'Justification to Approving Official' reason.

Step 19: Click on 'Save' and 'Proceed.'

[Save And Proceed To Digital Signature](#)

Proceed to the following page: [Digital Signature](#) [Continue](#)

Step 20: Digital Signature.

Ensure it states 'SIGNED', click on 'Submit Completed Document.'

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	MICHELE D BOYD	0

**Note: Defense Travel System Processing Signature, click 'OK.'*

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Logged In As: [Chris A MacDill-Y](#) Document Name: FMSCOTTAFBIL083111_A25-01 Screen ID: 1049.1 [Close Window](#)

Traveler Name: [Frank T MacDill-Y](#) Document Type: Authorization [Help for this screen](#)

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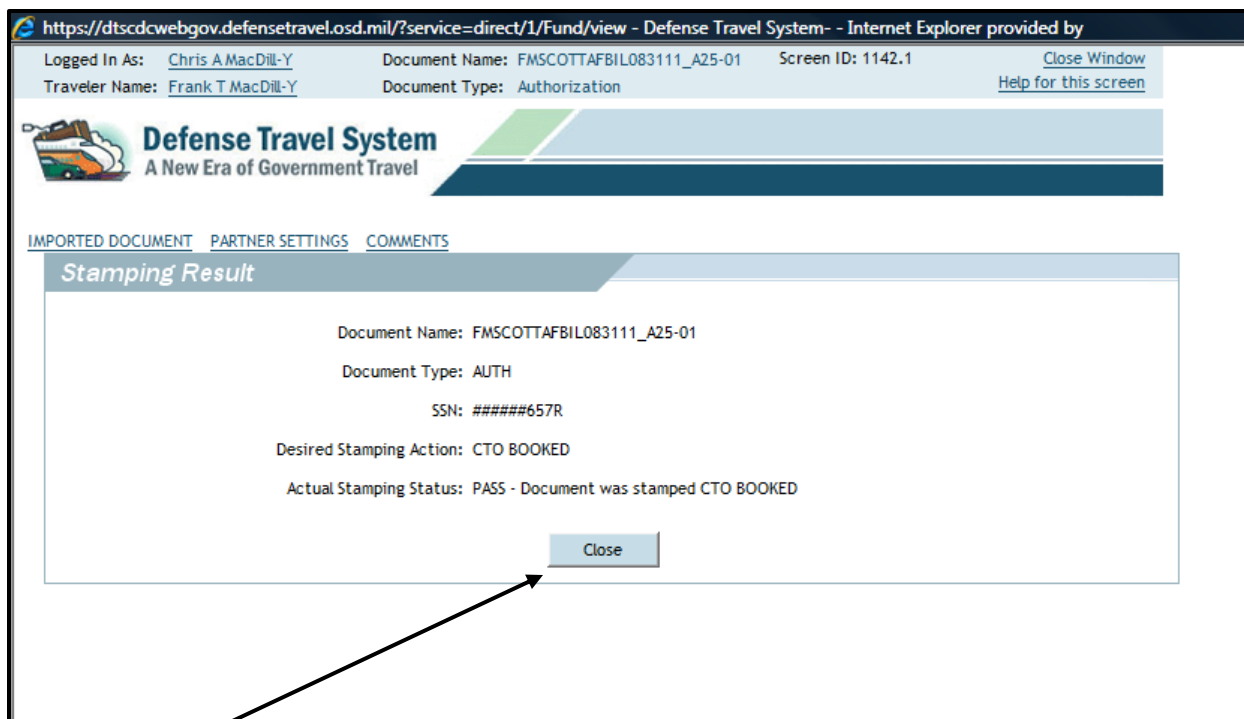
[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

Fund Authorization

Fund Authorization

Funding bypassed.

Click 'OK' to proceed.



Click 'Close.'

Your authorization is 'COMPLETE' and has routed to your Approving Official for signature.

INSTRUCTIONS FOR COMPLETING YOUR VOUCHER IN DTS

Step 1: Once you have an approved authorization, you can now create your voucher from authorization.

Step 2: Log into DTS: <http://www.defensetravel.osd.mil/dts/site/index.jsp>.

Defense Travel System - Welcome to DTS - Internet Explorer provided by USAF

http://www.defensetravel.osd.mil/dts/site/index.jsp

Defense Travel System - Welcome to DTS

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Search DTS Go!

Web Accessibility | Privacy and Security Notice | Site Map

Home
DTMO Website
Training
Travel Explorer
Travel Assistance Center (TAC)
References
Contacts
Find your Local DTA

Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

LOGIN TO DTS

Travel Assistance Center
Serving the DoD Travel Community
24 hours a day, 7 days a week
[Click here for more information](#)

ICE
Provide Feedback Here!

TRAVEL EXPLORER

First Time Users

Click below to learn more about DTS and the tools required for use.

LEARN MORE

Training

Click below to learn how to use DTS and for additional training resources.

TRAINING

System Status

DTS
DTS is available.

EWTS
EWTS is available

Recent Updates

- Having Trouble Accessing Links and Viewing Documents in DTS?
- New Travel Justification Required for DD 1610 and Other Order Formats
- Baggage Allowances and Fees - Know Before You Go

Notices

- What To Do If An Emergency Occurs While on TDY
- Your Reimbursement Could Be Affected - Keeping Your DTS Profile Up to Date
- Baggage Allowances and Fees - Know Before You Go
- Now Available - Spring Edition of the Defense Travel Dispatch

Trusted sites | Protect


Step 3: Select 'Official Travel', then click 'Vouchers.'



Step 4: Select link to 'Create New Voucher from Authorization/Order.' Click 'Create.'

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/AuthorizationList/begin&sp=SVCH - - Internet Explorer provided by

Logged In As: [Frank T MacDill-Y](#) Screen ID: 1001.3 [Close Window](#)
 Traveler Name: [Frank T MacDill-Y](#) Document Type: Voucher [Help for this screen](#)

 **Defense Travel System**
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[View Authorizations / Orders](#) [View Local Vouchers](#) [View Group Authorizations](#)

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work


> [Create New Voucher From Authorization/Order](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/AuthorizationList/vouchFromAuth - - Internet Explorer provided by

Logged In As: [Frank T MacDill-Y](#) Screen ID: 1010.1 [Close Window](#)
 Traveler Name: [Frank T MacDill-Y](#) Document Type: Voucher [Help for this screen](#)

 **Defense Travel System**
 A New Era of Government Travel

Voucher from Authorization/Order

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

Document Name	Departure Date	Status	TA Number	Create
FMSCOTTAFBIL083111_A25-01	08/31/11	POS ACK RECEIVED	000YXI	> create

Step 5: Trip Overview.

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/VoucherAuthList/create&sp=0 - Defe - Internet Explorer provided by

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1039.1 [Close Window](#)
 Traveler Name: Frank T MacDill-Y Document Type: Voucher [Help for this screen](#)

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[Trip Overview](#) [Per Diem Locations](#)

[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A Red Star (*) indicates a required field.

* Select a Location: -OR- * Enter a Starting Point:

* Start Date(mm/dd/yyyy): 08/31/2011

Overall Ending Point Information

Please Note: A Red Star (*) indicates a required field.

* Select a Location: -OR- * Enter an Ending Point:

* End Date(mm/dd/yyyy): 09/05/2011

Other Trip Information

Please Note: A Red Star (*) indicates a required field.

* Trip Type: Trip Description (optional):

Trip Summary

Overall Starting Point

Leave From:	Tampa,FL	Edit
Leave:	31-Aug-11	

Location 1: SCOTT AFB,IL

Leave From:	Tampa,FL	Edit
TDY/TAD Loc:	SCOTT AFB,IL	
Arrive:	31-Aug-11	
Leave:	05-Sep-11	
Carrier/Flight:	Delta Air Lines (DL) 1872	Edit Remove
Conf/PNR:	123456	
Depart:	31-Aug-11 06:00AM TPA-Tampa International Apt	
Arrive:	31-Aug-11 07:30AM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1570	Edit Remove
Conf/PNR:	123456	
Depart:	31-Aug-11 08:40AM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	31-Aug-11 09:30AM STL-St Louis Lambert Intl Apt	

Overall Ending Point

Leave From:	SCOTT AFB,IL	Edit
Return Loc:	Tampa,FL	

*Select 'Edit' if there any changes to the trip summary.

Step 6: Select 'Expenses-Non-Mileage.'

https://dtsdcwebgov.defensetravelosd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1037.1

Traveler Name: Frank T MacDill-Y Document Type: Voucher

Defense Travel System
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RETURN TO LIST

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[create an expense item from a government charge card transaction](#)
Leave: 31-Aug-11 Return: 05-Sep-11

Non-Mileage Expense #1

* Select Expense Type: - OR -

* Cost: \$ [view expense details/currency calculator](#)

* Date: 08/31/2011 (mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

Non-Mileage Expense #2

* Select Expense Type: - OR -

* Cost: \$ [view expense details/currency calculator](#)

* Date: 08/31/2011 (mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

Add any new items that were not included in authorization. Edit expenses to reflect actual cost and remove expenses not incurred.

https://dtsdcwebgov.defensetravelosd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1036.1

Traveler Name: Frank T MacDill-Y Document Type: Voucher

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RETURN TO LIST

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[create an expense item from a government charge card transaction](#)
Leave: 31-Aug-11 Return: 05-Sep-11

Add Expense

* Expense Type: - OR -

* Cost: \$ 0.00

* Date: 09/05/2011 (mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

[view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Parking - Terminal	08/31/2011	\$74.00	Edit Remove
Baggage Tips	08/31/2011	\$10.00	Edit Remove
Public Transit	08/31/2011	\$34.00	Edit Remove
Registration Fees	08/31/2011	\$250.00	Edit Remove
Hotel Room Tax	08/31/2011	\$19.67	Edit Remove
Total Expenses:		\$387.67	

[Save Expense](#)

Proceed to the following page: Expense - Mileage [Continue](#)

Once complete, select 'Continue.'

Step 7: Select 'Expenses-Mileage.'

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/NonMileageExpenseDetail/\$Border.\$R - Internet Explorer provided by

Logged In As: [Frank T MacDill-Y](#) Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1035.1 [Close Window](#)
Traveler Name: [Frank T MacDill-Y](#) Document Type: [Voucher](#) [Help for this screen](#)

Defense Travel System
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[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)


[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 31-Aug-11 Return: 05-Sep-11 **Add Expense**

* Expense Type:

* Date: 
(mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate = Cost \$

[View This Expense Type's Defaults](#)

[Save Expense](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Pvt Auto-Terminal	08/31/2011	\$17.34	Edit Remove
Pvt Auto-Terminal	09/05/2011	\$17.34	Edit Remove
Total Expenses:		\$34.68	

Proceed to the following page: [Continue](#)

Once complete, select 'Continue.'

Step 8: Per Diem Entitlements. Click 'Edit.'

https://dts.cdwebgov.defensetravel.osd.mil/?service=direct/1/MileageExpenseDetail/\$Border.\$Rend - Internet Explorer provided by

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1022.1 [Close Window](#)
 Traveler Name: Frank T MacDill-Y Document Type: Voucher [Help for this screen](#)

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[RETURN TO LIST](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
08/31/11	SCOTT AFB, IL	Edit	Reset	\$39.00	\$39.00 GOVCC-Individual	\$42.00 Personal	105 / 56	NONE				
09/01/11	SCOTT AFB, IL	Edit	Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/02/11	SCOTT AFB, IL	Edit	Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/03/11	SCOTT AFB, IL	Edit	Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/04/11	SCOTT AFB, IL	Edit	Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/05/11	SCOTT AFB, IL	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$42.00 Personal	105 / 56	NONE				

[Reset All](#) [Edit All](#)

Proceed to the following page: [Accounting Codes](#) [Continue](#)

Lodging cost is set at the standard CONUS rate. You will need to update your lodging cost.

Step 9: Select dates to which changes need to apply. Input amount paid, but do not include taxes.

https://dts.proweb.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: DENNIS J MOTEN Document Name: RSAURORACO082911_V01 Screen ID: 1021.1 Close Window
Traveler Name: RUSSELL A SEGO Document Type: Voucher Help for this screen

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: AURORA,CO
Values Apply From Date: 08/29/2011
Values Apply Through: 08/29/2011

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate: 141 / 66
Lodging: \$ 109.00 [view expense details / currency calculator](#)
M & IE: \$ 49.50 [view expense details / currency calculator](#)

Duty Conditions

Check all of the following that apply:

☐ Field Conditions
☐ Adverse Effects/Commercial Quarters
☐ Inactive Duty Training (Local Commuting Area)
☐ Permissive TDY

Step 10: Ensure 'No Other Per Diem Entitlements' box is checked.

The screenshot shows a web form titled "Other Per Diem Entitlements". At the top, a yellow instruction box states: "If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied." Below this, there is a list of checkboxes with labels and descriptions. The first checkbox, "No Other Per Diem Entitlements", is checked and has an arrow pointing to it from the step instruction. The other checkboxes are unchecked. At the bottom of the form, there are two buttons: "Cancel These Entitlement Changes and Return" and "Save These Entitlements". An arrow points from the text "Click 'Save These Entitlements.'" to the "Save These Entitlements" button.

Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

- ☒ **No Other Per Diem Entitlements**
- ☐ **Leave**
Check here if you are taking leave for the above date or date range.
- ☐ **Sick Leave - No Per Diem**
Check here if you are taking Sick Leave without Per Diem for the above date or date range.
- ☐ **Sick Leave - Per Diem**
Check here if you are taking Sick Leave with Per Diem for the above date or date range.
- ☐ **Duty Day(s)(No Per Diem)**
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- ☐ **Non-Duty Day(s)**
Check here if you need to use Non-Duty Day for the above date or date range.
- ☐ **Authorized Delay**
Check here if you need to use Authorized Delay for the above date or date range.
- ☐ **Actual Lodging**
Check here if you need to use Actual Lodging for the above date or date range.
- ☐ **OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)**
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- ☐ **In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)**
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Click 'Save These Entitlements.'

Step 11: When adding your Substantiating Records, click 'Expense' then 'Substantiating Records.'

https://dts.cdwebgov.defensetravel.osd.mil/?service=direct/1/PerDiemEntitlements/\$Border.\$Rende - Internet Explorer provided by

Logged In As: Frank T. MacDill-Y Document Name: FMSCOTAFBIL083111_V25 Screen ID: 1148.1 [Close Window](#)
 Traveler Name: Frank T. MacDill-Y Document Type: Voucher [Help for this screen](#)

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[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

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Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

[Print Fax Cover Sheet](#)

[Upload Scanned Receipts](#)

Currently there are no Receipts on file for this Voucher.

Date	CTW	Notes	View	Remove
<input type="button" value="Refresh"/>				

Proceed to the following page:

There are two ways to upload your documents.

1. Print Fax Cover Sheet and follow instructions, or
2. Upload Scanned Receipts. Save docs to your computer, select "Browse" find docs, then click 'Upload.'

*Include the following documents:

- Completed certified order (include modifications)
- Required receipts
 - All lodging
 - Must be itemized
 - Check in/out
 - Daily rate
 - Contract quarters authorization/Non-Availability statement (if applicable)
 - Rental Car (if applicable)
 - Airfare receipts
 - Any single expense \$75.00 or more
 - A/O may request additional information

Step 12: Review/Sign- Preview. Make any necessary adjustment before signing document.

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/Receipts/\$Border.\$RenderedImage&sp - Internet Explorer provided by

Logged In As: [Frank T MacDill-Y](#) Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1064.4 [Close Window](#)
 Traveler Name: [Frank T MacDill-Y](#) Document Type: Voucher [Help for this screen](#)

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[RETURN TO LIST](#) [Preview](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)
[Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#) [Print Document](#)

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/Receipts/\$Border.\$RenderedImage&sp - Internet Explorer provided by

Expenses

Non-Mileage:

No.	Expense Type	Date	Cost	Method Of Reimbursement
Edit 1.	Parking - Terminal	08/31/11	\$74.00	GOVCC-Individual
Edit 2.	Baggage Tips	08/31/11	\$10.00	Personal
Edit 3.	Public Transit	08/31/11	\$34.00	GOVCC-Individual
Edit 4.	Registration Fees	08/31/11	\$250.00	GOVCC-Individual
Edit 5.	Hotel Room Tax	08/31/11	\$19.67	GOVCC-Individual
Total:			\$387.67	

Mileage:

No.	Expense Type	Date	From	To	Cost	Method Of Reimbursement	Miles
Edit 1.	Pvt Auto-Terminal	08/31/11			\$17.34	Personal	34
Edit 2.	Pvt Auto-Terminal	09/05/11			\$17.34	Personal	34
Total:					\$34.68		

Per Diem Entitlements

Lodging M&IE:

Start Date	End Date	Total Lodge	Total M&IE
Edit 08/31/11	09/05/11	\$195.00	\$147.20

Accounting Summary

Actual/Estimate	Allowed
Accounting Code: 11 DEFAULT Edit	Accounting Code: 11 DEFAULT Edit SDN: XXXXX7669T4878M CIC: DTS000YX1000000
COM. CARR.-I: \$524.30	COM. CARR.-I: \$524.30
LODGING: \$195.00	LODGING: \$195.00
M&IE: \$147.20	M&IE: \$147.20
MILEAGE: \$34.68	MILEAGE: \$34.68

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/Receipts/\$Border.\$RenderedImage&sp - Internet Explorer provided by

OTHER:	\$387.67	OTHER:	\$387.67
11 DEFAULT Sub Total:	\$1,288.85	11 DEFAULT Sub Total:	\$1,288.85
Calculated Trip Cost:	\$1,288.85	Calculated Trip Cost:	\$1,288.85

Disbursing Summary

Total Prior Payments:	\$0.00
Balance Due US:	\$0.00

Net Distribution

Personal(S):	\$191.88
Individual GOVCC(S):	\$1,096.97
Total(S):	\$1,288.85

Document Totals

Actual/Estimate		Baseline Trip	View Worksheet
COM. CARR.-I:	\$524.30	COM. CARR.-I:	\$524.30
LODGING:	\$195.00	LODGING:	\$195.00
M&IE:	\$147.20	M&IE:	\$147.20
MILEAGE:	\$34.68	MILEAGE:	\$34.68
OTHER:	\$387.67	OTHER:	\$387.67
Calculated Trip Cost:	\$1,288.85	Calculated Trip Cost:	\$1,288.85

Advances and Scheduled Partial Payments Summary

No Advances requested.

No Scheduled Partial Payments Requested.

[Save And Proceed To Other Auths](#)

Proceed to the following page: Other Authorizations [Continue](#)

Once you've reviewed your document, select 'Continue.'

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: [Frank T MacDill-Y](#) Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1040.1 [Close Window](#)
 Traveler Name: [Frank T MacDill-Y](#) Document Type: Voucher [Help for this screen](#)

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Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations for this trip do not exist. Select the link for "Add Additional Authorizations For This Trip" to add other authorizations that may apply to this trip.

Proceed to the following page: Pre-Audit [Continue](#)

Select 'Continue' to Pre-Audit.

Step 13: Enter justification if there are any flagged items. Save and proceed to digital signature.

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1043.1 Close Window
 Traveler Name: Frank T MacDill-Y Document Type: Voucher Help for this screen

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Itinerary Travel Expenses Accounting Additional Options Review/Sign
 RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Pre-Audit Trip

Help for this screen

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

6 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ COST COMPARISON	→ VCH COST (TRIP 1) IS NOT WITHIN 15% OF AUTH EST COST (FMSCOTTAFBIL083111_A25-01)	All expenses were not known upfront
2.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ MIL QTRS NOT USED	→ SCOTT AFB,IL has a military lodging facility. Per diem entitlements indicates use of commercial lodging. Traveler must select one predefined reason and provide additional justification as indicated or needed.	Reason Codes (R3) - Commercial lodging used instead of the military lodging facility. Traveler voluntarily accepts reimbursement at the military lodging facility 'on base rate' which must be entered into the justification. Per Diem authorized on first and last day of travel. The comments/justification does not have to be detailed, just simple enough for the AO to approve
3.	Reason Flagged	Item Description	* Justification to Approving Official <Help>

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

ATL-Atlanta Hartsfield-Jackson Intl Apt
 08/31/2011 - 08:40 AM
 STL-St Louis Lambert Intl Apt
 08/31/2011 - 09:30 AM
 GSA Fare: \$253.40
 Fare Selected: \$0.00
 Fare Price Difference: \$ -253.4

4. Reason Flagged

→ NON-CONTRACT FARE

Item Description

→ Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits although one was available at time of selection:
 DL - 1872
 TPA-Tampa International Apt
 08/31/2011 - 06:00 AM
 ATL-Atlanta Hartsfield-Jackson Intl Apt
 08/31/2011 - 07:30 AM
 GSA Fare: \$253.40
 Fare Selected: \$260.40
 Fare Price Difference: \$ 7.0

* Justification to Approving Official <Help>

[Reason Codes](#)
(C1) - Does not meet mission requirements
 Needed earlier flight

Pick best to meet your situation

5. Reason Flagged

→ POSSIBLE EXCESSIVE EXPENSE

Item Description

→ THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> Public Transit > 25.0

* Justification to Approving Official <Help>

Shuttle from St Louis Airport to Scott authorized

The following are provided for advisory purposes only

6. Advisory

→ PERSONAL INFO HAS CHANGED

Advisory Description <Help>

→ PERSONAL PROFILE INFORMATION HAS CHANGED FROM WHAT IS IN THE PERMANENT PROFILE. PLEASE ENSURE ALL INFORMATION IS CORRECT. -- CITY, ZIP CODE, RESIDENCE CITY

Save And Proceed To Digital Signature

Proceed to the following page: Digital Signature Continue

Step 14: Review/Sign- Digital Signature. Ensure document is in Signed status and click 'Submit.'

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Logged In As: [Frank T MacDill-Y](#) Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1059.1 [Close Window](#)
 Traveler Name: [Frank T MacDill-Y](#) Document Type: Voucher [Help for this screen](#)

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[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

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Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: **SIGNED**

Routing List: **MSS**

Additional Remarks:

Submit Completed Document

DTS bypassed the Constructed Travel Worksheet pre-audit due to the following: The Import file pre-authorized the en route modes of travel claimed on the DTS document and the partner has the auto-approval feature turned on.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Frank T MacDill-Y	0

Document History

Status	Date	Time	Name	Remarks
CREATED	08/19/11	1647	Frank MacDill-Y	

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Logged In As: [Frank T MacDill-Y](#) Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1055.1 [Close Window](#)
 Traveler Name: [Frank T MacDill-Y](#) Document Type: Voucher [Help for this screen](#)

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[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

Stamp Process

This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729)


Unused electronic or paper tickets have a monetary value and belong to the US Government. All unused tickets must be reported and returned to the CTO as soon as possible for the applicable credit. Instructions may be found at www.dtic.mil/travelink

Cancel **Save and Continue**

Click 'Save and Continue.'

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/StampingProcess/view - Defense Tra - Internet Explorer provided by

Logged In As: [Frank T MacDill-Y](#) Screen ID: 1001.3 [Close Window](#)
 Traveler Name: [Frank T MacDill-Y](#) Document Type: Voucher [Help for this screen](#)

 **Defense Travel System**
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[View Authorizations / Orders](#) [View Local Vouchers](#) [View Group Authorizations](#)

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work

There are no Authorizations/Orders available to create Vouchers from

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
FMSCOTTAFBIL083111_V25	08/31/11	SIGNED	000YXI	➤ view / edit	➤ print		

Your voucher is now routing for review and AO approval.

CHAPTER 9

CHECKLIST FOR TRAVEL VOUCHER SUBMISSION

DID YOU?

- ☐ Use the current version of the DD1351-2 (May 2011)
- ☐ Read all pages of your order & amendments, if applicable
- ☐ Include a certified copy of the 938 order (Statement of Tour of Duty; blocks 36 thru 42)
- ☐ Sign the Travel Voucher
- ☐ Get the Reviewer's endorsement
- ☐ Attach Airline Ticket Receipt/Itinerary (if the itinerary shows a quoted /estimated amount it is not a receipt of payment and cannot be used for reimbursement.
- ☐ Attach All Lodging Receipts regardless of amount
- ☐ Attach Contract Quarters Authorization if applicable
- ☐ Attach Non-Availability Statement if applicable
- ☐ Attach Rental Car Receipts, if applicable
- ☐ Attach all Receipts for expenses \$75.00 or more
- ☐ Attach Missed Meals Form (AF FM 2282) if applicable

AS APPLICABLE, DID YOU CLAIM?

- ☐ Airfare & CTO Service/Processing Fees
- ☐ Taxi's
- ☐ Lodging Charges, Lodging Taxes paid separately (CONUS only)
- ☐ POV Mileage (Complete block 16 on voucher if POV mileage is claimed)
- ☐ Rental Car and Fuel
- ☐ Enter Mileage amounts in section 15f for POV use to and from transportation terminals
- ☐ ATM Service Charges
- ☐ Baggage Handling Tips, transportation terminals
- ☐ Tips, Transportation Related
- ☐ Parking Charges
- ☐ Currency Conversion Fees (OCONUS Travel)

CHECKLIST FOR IDT LODGING SF1164 SUBMISSION

DID YOU?

- ☐ Complete section 4
- ☐ Complete section 6; dates, location, daily cost, # of days lodged
- ☐ Enter amount claimed in block 7
- ☐ Get the Approving Official's signature in block 8
- ☐ Sign your SF1164 block 10
- ☐ Attach All AF Form 40As with required signatures
- ☐ Attach Contract Quarters Authorization / Non-Availability Statement if applicable
- ☐ Attach Lodging Receipts

INFORMATION WEBSITES

Per Diem Committee Joint Federal Travel Regulation (JFTR) Frequently Asked Questions	www.defensetravel.dod.mil/
DOD Financial Management Regulation 7000.14-R Vol. 9 Travel Policy	http://comptroller.defense.gov/fmr/
HQ Air Force Reserve Command (AFRC) News and Information Reserve Handbook Individual Readiness Guide	http://www.afrc.af.mil/
HQ Readiness Management Group Individual Readiness Guide IDT Travel Reimbursement Guide/ Outside Normal Commute IMA Travel Companion	www.afrc.af.mil/library/rmg/
Reserve Pay Call Center/ Pay Offices Contact Information	www.afrc.af.mil/library/rmg/
UTAPS web INSTRUCTIONS	https://utapsweb.afrc.af.mil/utapsweb/
OANDA Currency Converter	www.oanda.com
Privatized Army Lodging (PAL)	www.pal.army.mil
Army Lodging locations	http://www.ihgarmyhotels.com/pal/en/us/home
DTMO	www.defensetravel.dod.mil/
Contract City Pair Program	www.transcom.mil/dtr/part-i/
Electronic Forms & Publications	www.e-publishing.af.mil/

MOST COMMONLY USED TRAVEL FORMS

Note: You can acquire all forms through <http://www.e-publishing.af.mil>.

AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*

DD Form 1610, *Request and Authorization for TDY travel of DOD personnel*

AF Form 40A, *Record of Individual Inactive Duty Training*

DD Form 1351-2 (May 2011), *Travel Voucher or Subvoucher*

DD Form 1351-2C, *Travel Voucher or Subvoucher (Continuation Sheet)*

DD Form 1351-3, *Statement of Actual Expenses*

SF 1164, *Claim for Reimbursement for Expenditures on Official Business*

AF Form 2282, *Statement of Adverse Effect – Use of Government Facilities*

SF1199a, *Direct Deposit Sign Up Form*

DEFINITIONS & ACRONYMS AS DEFINED IN THE JFTR APPENDIX A PART 2: ACRONYMS

ADT - Active Duty for Training

AEA - Actual Expense Allowance

AO - Authorizing /Order-issuing or Approving Official; controls the mission, authorizes the trip, and controls funds for TDY travel

AOR - Area of Responsibility

AROWS-R - Air Force Reserve Order Writing System

AT- Annual Training

ATM - Automated Teller Machine

CED - Contingency, Exercise, deployment (Orders)

CONUS - Contiguous United States

CTO - Commercial Travel Office

DITY - Do-It-Yourself (PCS)

DLA - Dislocation Allowance (PCS)

DoDFMR - Department of Defense Financial Management Regulation

DTMO - Defense Travel Management Office

DTOD - Defense Table of Official Distances

DTS - Defense Travel System

EFT - Electronic Funds Transfer. (The direct deposit of travel payments to your bank account)

GMR - Government Meal Rate

GTC - Government Travel Charge Card

HHG - Household Goods

HOR - Home of Record

HPSP - Health Professions Scholarship Program

IDT - Inactive Duty Training

IMA- Individual Mobilization Augmentee

JFTR - Joint Federal Travel Regulation

M&IE - Meals and Incidental Expenses; the MIE rate is a fixed allowance, by locality, for the meals and incidental portion of the per diem rate.

NTS - Non-Temporary Storage

OCONUS - Outside the Contiguous United States

OTD - Official Table of Distance (Is used to determine the official distance for POV travel)

PCS - Permanent Change of Station

PDS - Permanent Duty Station

PLEAD - Place from Which Entered (or called) to Active Duty

PM - Program Manager

POC - Privately Owned Conveyance

POV - Privately Owned Vehicle

PPM - Personal Property Move (PCS) (previously DITY move)

RC - Reserve Component

RMG - Readiness Management Group

RPO - Reserve Pay Office

RTS - Reserve Travel System

TDY - Temporary Duty

TLA - Temporary Lodging Allowance (OCONUS PCS)

TLE - Temporary Lodging Expense (CONUS PCS)

TR - Transportation Request